

**Oglethorpe County Library Board Meeting
Agenda**

January 20, 2004

- Call to order
- Welcome
- Review/Approve Minutes of October 21, 2003
- Public Input
- Friends of the Library

OLD BUSINESS

- Status of the rail
- Budget
- Other Business

NEW BUSINESS

- Branch Manager's Report
- Director's Report
- Other business : nominating committee, Strategic Plan
- Adjourn

**Minutes of the
Oglethorpe County Library Board of Trustees
January 20, 2004
4:00**

*approved with
corrections
4-20-04*

Call to Order: Greg Jones

Present: Jodi Higgins, Howard Shapiro, Betsey Cook, Mary Ann Crawford, Greg Jones, Tim Andrews, Katherine Ames, Judy Atwood, Jan Burrough, Nancy Meyer

Absent: Catherine Drewry, ^{*correction!*} ~~Barbara Davenport~~, ^{*present*} ~~Barbara Cabaniss~~, ^{*present*} ~~Roger Neesmith~~

Approval of Minutes of Prior Meeting: Howard motion, Tim 2nd, unanimous approval

Public Input: None

Friends of the Library: Greg reported \$1200.00 raised at book sale

Old Business

Status of the rail: complete

Budget: discussed expense of ink cartridges, no need to make changes in prices of copies.
FOL remaining \$1 will be merged with the Gift account.

New Business

1. Phone bill: will request to move phone bill from Board Of Commissioners to ARLS; transfer will cause great savings with the library discount.
2. Board of Ed.: how do we approach them with request for more money?
3. Mission Statement: committee meeting Feb. 3 at 3:00 at the library
4. The 5% reduction from state will hit in materials; actual amount of money will fall below the state minimum of .25 per capita.
5. Feb. 12 Legislative luncheon call K. Ames
6. Pines Meeting- private firm will do mailing July 1, 2004
7. Replacements for Gates computers: UGA getting rid of 2 year old computers. Louise McBee is working on legislation so that public libraries can receive them.
8. Judy Atwood "Coaching Entry Level Staff" is completed.
9. The new Sonny Perdue "Books for Babies" is Rock a bye baby
10. Catherine Drewry is resigning from the board. The nominating committee is Catherine, Tim, Jodi and Roger
11. Motion to adjourn

Respectfully submitted,

Nancy Meyer
Nancy D. Meyer, Secretary

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Oglethorpe County Budget Proposal FY 2005

	FY04 Budget <u>Amount</u>	FY05 Proposed Budget <u>Amount</u>
Revenues:		
Oglethorpe County Commissioners	46,000.00	55,029.00
Oglethorpe Co. Board of Education	15,000.00	15,000.00
City of Lexington*	500.00	500.00
City of Maxeys*	200.00	200.00
City of Crawford*	500.00	500.00
City of Arnoldsville*	100.00	100.00
Transfer from Reserve***	5,302.00	
Fines and Fees	4,000.00	4,000.00
Copy Machine	3,000.00	3,000.00
Meeting Room Charges	200.00	200.00
Pines Reimbursement postage	300.00	300.00
	<u>75,102.00</u>	<u>78,829.00</u>

***Transfer of reserve funds may not be necessary at end of FY2004 due to savings in wages (3 new hires at starting hourly wage lower than in budget 2004)

Expenditures:		
Regional Share	7,100.00	9,665.00
Wages/Benefits	57,692.00	58,854.00
Maintenance Contract - Copier	800.00	800.00
Microfilm Service Contract	610.00	610.00
Books	1,300.00	1,300.00
Postage	1,200.00	1,200.00
Computer Software and supplies	650.00	650.00
Travel	250.00	250.00
Equipment Purchase	1,000.00	1,000.00
Supplies	1,000.00	1,000.00
Cleaning Service	3,500.00	3,500.00
	<u>75,102.00</u>	<u>78,829.00</u>

*Revenue from these sources will be used for local book supplement.

Revenue over (under) expenditures

DRAFT 04/13/04 MFS

**Minutes of the
Oglethorpe County Library Board of Trustees
April 20, 2004
4:00**

*approved
7-20-04*

Call to Order: Catherine Drewry

Present: 100% attendance

**Approval of Minutes of Prior Meeting: Amendments made: Barbara Cabaniss and Roger NeeSmith were present at the last meeting.
Minutes were accepted with changes with 100% approval**

Friends of the Library: Jones said that Friends donated \$3,000 to the library over the last year; they gave \$1,000 in the spring, \$1,000 in the fall and \$1,000 for the summer reading program and the new sign for the highway.

Old Business

Katherine Ames gave the Regional Director's report. It was noted that the new Gates computers would come in before September 30th. A financial report was given and Katherine said things looked good for us so far.

Planning Committee members are Greg, Howard and Tim.

Jan Burroughs gave the Branch Manager's report. She reported circulation and attendance.

New Business

Budget:

Would like to move money from reserve and not ask Board of Education for the extra \$9,000. If the BOE doesn't continue to fund the \$15,000 they we may need to talk to Robert Johnson. Greg Jones and Mary Ann Crawford will attend the BOE meeting in May to discuss funding and then to turn in the new budget.

The budget committee will meet together to see what needs to be discussed in July. The committee consists of Howard, Greg, Mary Ann and Tim.

Jodi, Roger and Tim nominated Howard for Board Chair, Greg for vice chair and Nancy for Secretary. It was a unanimous decision.

Tim Andrews was voted on as the new regional Board member.

Tricia Mathews was voted on as the replacement for Catherine Drewry.

Katherine Ames gave the library 2 gardening books in honor of Catherine Drewry and her hard work over the years with the board.

Respectfully submitted,

Nancy Meyer
Nancy D. Meyer, Secretary

Approved
10-19-04

**Minutes of the
Oglethorpe County Library Board of Trustees
July 20, 2004**

Call to Order: Howard Shapiro

Present: Betsy Cook, Mary Ann Crawford, Barbara Cabaniss, Greg Jones, Howard Shapiro, Roger Neesmith, Trisha Mathis, ARLS Assist Director Judy Atwood, Branch Manager Janet Burroughs.

Minutes of April 20, 2004 meeting were approved as presented. Judy Atwood requests that Kathryn Ames and Judy Atwood be added to the mailing list for meeting minutes, reminders, etc.

Friends of the Library: Greg Jones reports that attempts to revitalize have stagnated. The Library Board extends its appreciation to the FOL for the Library signs on U.S. Hwy. 78.

Budgets: Proposed FY 05 (pink sheet) Board voted unanimously to accept the proposed budget from the BOC of \$46,500.00. FY 04 End of Year Budget Report: (green sheet)

Branch Manger's Report: (see attachment) Janet Burroughs

Circulation Report: (purple sheet) lower circulation figures are reported statewide with a few exceptions. It is suspected that Internet and online info is replacing book circulation.

User Survey: Oglethorpe's overall numbers are low because we had just completed a user survey for the Long Range Planning process.

Long Range Plan: Judy reported that the plans are now at the stage where library staff is writing in how goals will be accomplished. Howard Shapiro questioned if there were any standards or guidelines concerning the size of a library in relationship to the population of the service area. Judy Atwood said there were recommendations but square footage and collection size are not mandated according to population.

Extension Services Report: (grey) & **Staff Development Day** (yellow) Judy Atwood

Friends of Georgia Libraries: (peach sheet) Meeting to be held September 22, 2004. Peter Pearson will be the speaker. Library Board members will have their registration fee paid by the regional System if they attend. FOL members will need to contact the FOL about paying their registration fee.

Meeting Adjourned.

**Minutes of the
Oglethorpe County Library Board of Trustees
October 19, 2004**

*approved
1-18-05*

Call to Order: Howard Shapiro

Present: Howard Shapiro, Betsy Cook, Mary Anne Crawford, Tim Andrews, Jodi Higgins, Roger NeeSmith, Greg Jones, Nancy Meyer, Branch Manager Jan Burroughs, ARLS Director Kathryn Ames, Barbara Cabaniss arrived a few minutes late due to meetings at the Elementary School

Minutes of the July 20, 2004: Minutes were unanimously approved as presented after a motion was made by Greg and seconded by Roger to accept.

Public Input: none

Friends of the Library: Greg Jones reported that he, along with Gwen Lott, Barbara Andersen, Jan Burroughs & Kathryn Ames attended a library advocacy meeting in Watkinsville. The meeting was very productive and enjoyable. Friends Book Sale will be held the Nov. 5-10 with FOL membership preview night being Nov. 4. The book sale will hopefully spur on an increase in membership. Volunteers will be needed for all phases of the preparation, sale & clean-up.

Old Business

- Financial Reports: (green sheet)
 - ✓ City funding will be requested after Christmas.
 - ✓ Gift account is good.
 - ✓ Reserve is healthy
 - ✓ Salaries are just below 25% after the first quarter & looking good.
- 2nd Phone Line or Call Waiting. After much discussion it was decided to invest in a second phone line. With the E-rate discount of 70%, the expense of a 2nd line should be around \$350.00

Other Business

- Summer Reading Program –Great!
- Middle School Night at the Library was a success with 93 kids!
- Oglethorpe will be receiving 9 new computers through the Gates Foundation.

Regional Report:

- Overtime for part-time employees is very “tricky.” Hourly workers must not exceed their assigned number of hours averaged over the course of a pay period, unless specifically listed as substitute time. Their hours may go up to 19 hours a week if substitute pay is given for hours over regular assignment.

- Madison County has been closed since Hurricane Ivan in September caused heavy damage to a portion of the building. Madison Co. will attempt to incorporate addition footage along with the repair by using the insurance money as local matching funds for state library building grant.
- National Demonstration Leadership Conference Grant – ARLS will receive \$260,000.00 for improve services to the Latino population. Portable classrooms will be located in a population hub on Hwy 29 North in Country Corner Mobile Home Park. Much of the money will be used to purchase Spanish Language books & ESL materials.
- Staff Development Day- Tom Camp discussed how to deal with emotionally disturbed patrons.
- Kathryn Ames has been put in charge of Legislature Day on January 31, 2005. She encouraged all Trustees & FOL members to attend.
- Athens Sertoma donated a TDD machine to assist deaf patrons.
- Buds & Bows are providing fresh & dried flowers as a service to the library.

Meeting Adjourned

Motion made by Roger , Seconded by Greg. Vote was unanimous.